



UNITED STATES MISSION -BOGOTA

VACANCY ANNOUNCEMENT



No. 044

Job Vacancy

May 28, 2003

OPEN TO: All Interested Candidates

POSITION: VISA CLERK (A31238)

CLOSING DATE: **Monday, June 16, 2003**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-5
EFM/NOR - FP Scale = FP-9
(Position Grade: Final FP grade to be determined by Washington)

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume that provides the same information.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:

<http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Visa Clerk in the Consular Section/NIV.

BASIC FUNCTION OF POSITION:

Performs a full range of clerical duties required to address a continuing heavy demand for NonImmigrant visas.

MAJOR DUTIES AND RESPONSIBILITIES:

On a rotational basis, as assigned by the FSN supervisor, performs the following functions:

- Accepts and reviews documents for prescreening

- Receives passports submitted by individual applicants and/or tourist agencies for revalidations of NIV's
- Enters data on NIV applicants for adjudication by a consular officer
- Processes and prints adjudicated visa cases
- Prepares visaed passports for delivery to the designated passback agency
- Responds to inquiries received by phone or in person at the window
- Pulls previous refusals or issuances upon an officer's or supervisor's request
- Assists the Chief of the NIV Unit with management of correspondence received by fax and the early appointment system.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A. Education: Completion of secondary school is required.
- B. Prior Work Experience: From one to two years of experience in office clerical office work, preferably involving contact with the public, the lesser amount of experience will be acceptable if the person has had prior experience in visa work.
- C. Post Entry Training: Must be thoroughly trained in the MRV system and NIV filing system. Should be familiar with all the NIV processes.
- D. Language Proficiency: Level III S/R (limited working knowledge) of English and Level IV S/R (fluent) of Spanish is required.
- E. Knowledge: Must know the basic visa procedures and requirements. Must be or become familiar with the internal operating procedures of the NonImmigrant Visa Unit, Microsoft Word, and the Records Management Handbook, Appendix B.
- F. Skills and Abilities: Must be able to operate word processing programs and fax machine. Must be able to serve the public with tact and patience. Must be able to work under continuous pressure. Must be proficient in typing.

DESIRED QUALIFICATIONS BUT NOT REQUIRED:

A. **Knowledge:** Working knowledge of office machinery sufficient to make minor repairs when system breaks down is desired.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFM's who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

DEFINITIONS:

1. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFM's and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
5. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE
OR EMBASSY RECEPTIONIST BY: 06/16/03**

DISTRIBUTION: "BB"
VISA CLERK POS NO. N31250

